



DEPARTMENT OF CONSUMER AFFAIRS CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF CONSUMER AFFAIRS	RELEASE DATE:	Tuesday, October 27, 2009
POSITION TITLE:	CEA II Chief Enforcement Division	FINAL FILING DATE:	Tuesday, November 17, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	10222009_5

POSITION DESCRIPTION

The CEA II will play an integral role in the creation/influence of policy affecting not only the Enforcement Division, but the California Board of Accountancy as a whole, and will spearhead enforcement-related consumer protection activities at the Board. Specific duties and responsibilities include, but are not limited to:

- Policy development, implementation, and evaluation of the Enforcement Division.
- Plans, organizes and directs all phases of the Board's Enforcement Division.
- Oversees all investigations of complaints filed against California Certified Public Accountants, Public Accountants, and firms for violation of the Accountancy Act.
- Provides technical support to the Attorney General on development of legal opinions, accusations, prosecution strategy and stipulated settlements related to accountancy cases.
- Coordinates with Office of Attorney General, Department of Consumer Affairs Legal Office and Division of Investigation, as well as, various federal and state regulatory authorities on cases of enforcement matters of interest to the Board.
- Interprets and applies provisions of the Administrative Procedure Act, Information Practices Act, Public Meetings Act and Criminal Records Information Security Policy.
- Reviews and analyzes complaints against licensed and unlicensed individuals filed with the Board.
- Verifies jurisdictional authority to investigate matters, establish case priorities and assign cases.
- Researches and develops Board statutes and regulations.
- Serves as Board liaison and provide consultation and guidance as needed to the Attorney General's Office, the Enforcement Advisory Committee, and the Enforcement Program Oversight Committee.
- Administers and coordinates activities related to the Probation Surveillance Compliance Program.
- Provides direct administration and supervision of all major cases.
- Secures and evaluates the services of contract consultants, outside law firms, and expert witnesses.
- Provide both general and direct supervision to: ?Approximately 15 staff and instruction and evaluation to: ?Approximately 13 Certified Public Accountants, ?Enforcement Advisory Committee member volunteers ?Approximately 12 special consultants and expert witnesses ?1-2 outside law firms at a given time ?Approximately 20 Deputy Attorney Generals

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including

the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

•Managerial Knowledge -- Possess the knowledge of investigative procedures and techniques, rules of evidence, court and administrative hearing procedures and directing others performing investigative work. •Managerial Ability -- Possess the ability to manage diverse activities, including planning, organizing and directing a program. The ability to effectively interact with Executive Management, Enforcement Advisory Committee, state agencies, the public, and federal and state regulatory authorities. •Program Analysis Skills -- Experience in analyzing complex program issues or problems and developing policies or specific solutions. •Management Skills -- Experience demonstrating the ability to manage a program in State government, including planning, organizing, and directing program operations, experience in strategic planning, policy development, leadership, supervision and organizational awareness. •Communication Skills -- Possess excellent oral and written communication skills demonstrating the ability to be a leader and motivator, use tact and persuasiveness in achieving results; demonstrated ability to deal with a variety of public and private persons and groups in matters of significant political and economic sensitivity. •Technical Skills -- Practical understanding and demonstrated knowledge of the enforcement and investigative activities of regulatory agency, the Administrative Procedures Act and the Accountancy Act. •Administrative Skills -- Knowledge of the budget process, personnel management and business services; must possess a working knowledge of the legislative process.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA II Chief Enforcement Division**, with the **DEPARTMENT OF CONSUMER AFFAIRS**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the “Desirable Qualifications” listed above and screening criteria outlined below, and may also serve as documentation of your ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list. Interviews may be conducted as part of

the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.) All applicants will be notified of the results. It is anticipated the results of this examination may be used to fill subsequent vacancies in this classification within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF CONSUMER AFFAIRS, Selection Services Unit
1625 North Market Blvd, N-321, Sacramento, CA 95834
Fil Tucker | 916-574-8351 | fil_tucker@dca.ca.gov

ADDITIONAL INFORMATION

Submit the application and Statement of Qualifications to: Department of Consumer Affairs, Selection Services Unit, ATTN: Fil Tucker, 1625 North Market, Suite N321, Sacramento, CA 95834 or P.O. Box 980428, West Sacramento, CA 95798-0428. Questions regarding this examination should be directed to: Fil Tucker at (916) 574-8351.

Application and Statement of Qualifications must be postmarked by November 17, 2009. Interagency mail received after November 17, 2009 will not be accepted. Faxed and emailed applications will not be accepted.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF CONSUMER AFFAIRS reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>